

DDA/PS/RFZ
File Travel
DD/A 76-0078

19 JAN 1976

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : First Class Travel

REFERENCE : Memo to Multiple Adses fr DDA dtd
29 Oct 74, same subject

STATINTL 1. Referent memorandum (attached) requested that first
class travel be authorized based on [] As
you know, a standard format was followed this fiscal year
for the Blanket Travel Order (BTO) covering Deputy Directors,
Associate Deputy Directors and Office Directors for first class
travel. The legend in that BTO cites the authority simply as
[] Agency Auditors state that this is not sufficiently
specific.

STATINTL 2. Rather than issue amendments to the existing BTO's,
it is requested that appropriate travel vouchers include the
basis for first class travel as []

STATINTL 3. Blanket Travel Orders issued next fiscal year will
contain the full citation, thus obviating the need for inclu-
sion on the travel voucher.

/s/ John F. Blake

John F. Blake
Deputy Director
for
Administration

HA.
DDA/PS/RFZ:jl (8 Jan 76)
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